

**June 9, 2021**

**Berlin Industrial Development & Park Authority Meeting  
Service Credit Union Heritage Park**

**Present were:** Chair Mike Caron, Vice Chair Peter Higbee, Dave Poirier, Paul Robitaille, Steve Halle, Roland Olivier, Dick Eastman, Dick Huot, and Andre Duchesne

**Excused were:** Bobby Hill and Jay Poulin

**Others Present:** Pamela Laflamme, Community Development Director; Jim Wheeler, City Manager; Barbara Tetreault, Berlin Sun; William Carroll, Berlin Sun

**Call to Order**

The meeting was called to order at 6:00 PM.

**Approval of May 2021 minutes**

**Mr. Olivier made a motion to approve the minutes of the May 2021 meeting as presented.**

**Mr. Halle seconded the motion. So moved, the motion passed with all in favor.**

**Financial Report for May 2021**

Financials were presented & reviewed for May. The expenses were reviewed related to closing out of the Camoin work and the second phase of the work for the tax increment finance district. The new cash balance available for the month ending May 2021 is \$1,290,859.81. There were no questions.

**A vote for to approve the May financials was motioned by Mr. Poirier seconded by Mr. Eastman. So moved, the motion passed unanimously.**

**Economic Development Strategy**

Ms. Laflamme presented a proposal for the final phase of the Tax Increment Financing work to be completed by ADG Solutions. The final phase involves putting together the TIF District plan in a format that will be brought to the City Council for vote & adoption. Mr. Arnett of ADG is also proposing to help develop public-private cost sharing formulas and help with the review of other funding sources to leverage the work done by the TIF. This final phase of work would be \$5000.00.

There were questions about the mechanics of the TIF and if we could include other areas of the City. It was explained that a community could create multiple TIF's to support specific work in specific areas, such as downtown if there was ever need for a parking garage as an example. Discussion about how the funds could be spent, what would be included in the district plan and other specifics was had by the board and staff.

It was decided that moving forward with the last part of the work was the best path forward. **Mr. Olivier made a motion to hire ADG Solutions for \$5000.00 for the last piece of the TIF work. The motion was seconded by Mr. Poirier, all members voted in favor of the motion.**

The second item was related to the completion of the Melan Group report for lodging opportunities in the City. Ms. Laflamme reviewed the highlights of the report with the board which was not shared with the board as it contains proprietary work product information from the Melan Group. The report outlines the steps that the Melan Group have gone through to end up with a conclusion that indeed there is great potential for a hotel to be built here. Mr. McCarthy of the Melan Group

feels so strongly about the success of this endeavor, he proposed to do a new contract with the board over the summer to work on the details of the investment, investors, and equity along with site selection, working on the hotel brand, budgeting and timeline. He felt three months was enough time to do this and be at a point where at the end of the three months a project would be ready to be announced.

There was discussion about the potential, the Melan Group's work, if the timeframes made sense and the need to resolve this conversation once and for all. After a brief conversation, **Mr. Poirier made a motion to hire the Melan Group for \$15,000.00 to do three months of work as proposed, the motion was seconded by Mr. Duchesne, all members voted in favor of the motion and it was passed.**

### **Bickford Park Discussion**

Ms. Laflamme shared with the board that the fountain in the park was not operational at this time. Over the years, we've had problems with the lights shorting out and there were design issues with both the electrical work and water meter installation. After talking with Public Works, it was clear that in order to keep the fountain operational, changes should be made the wiring and placement of the water service. While initial conversation indicated the pricing would be quite high, the latest estimate from Vaillancourt for the electrical work came in at just under \$9000.00, less than half of what was originally thought the work would cost.

There was a lot of debate over the history, the board's role in the park and its original installation, the current state of upkeep in the park area, etc. There was a suggestion to remove the fountain and replace the water with flowers to make maintenance easier in the future. After a considerable back and forth of the pros and cons, there was a decision that the work should be done and the fountain kept operational. The work that needs to be done by Berlin Water Works was discussed and there was a suggestion to ask the City Council and the Berlin Main Street Program to cover any cost that might be associated with that piece work.

**Mr. Poirier made a motion to authorize Vaillancourt Electric as the City's electrician to do the work as proposed. The motion was seconded by Mr. Higbee, all members voted in favor of the motion with the exception of Mr. Halle, who opposed to the motion, motion passed by a majority vote.**

### **Other**

None

### **Member Comments**

None

### **Public Comments**

None

### **Nonpublic Session per RSA 91-A, II(I) Consideration of Legal Advice provided by Legal Counsel**

**Mr. Higbee made a motion to go in to Nonpublic Session per RSA 91-A:3, II (I) Consideration of Legal Advice provided by Legal Counsel which was seconded by Mr. Duchesne, roll call vote was taken, motion passed.**

**Mr. Higbee made a motion to exit nonpublic session per RSA 91-A:3, II (I)  
Consideration of Legal Advice provided by Legal Counsel seconded by Mr. Huot. A  
roll call vote was taken, the motion passed.**

**Mr. Higbee made a motion to seal the minutes of the nonpublic session until such a  
time the information is no longer needed to kept nonpublic, seconded by Mr.  
Duchesne and all voted in favor of the motion.**

**Adjourn**

**Mr. Poirier made a motion to adjourn. Mr. Higbee seconded the motion. So moved, the  
motion passed unanimously.**